

Welcome to the first edition of the Metro Newsletter!

What's new at Metro?

Recently at Metro, we launched our new website which has been designed as a useful tool for both our clients and candidates. Learn more about Metro and the different areas we recruit for, download a timesheet, or search our database of vacant jobs! Visit us today at www.metrorecruitment.com.au

For our casual/on-hire staff, we have introduced our 'Temp of the Quarter' program to incentivise our employees who perform to the best of their ability at all times when working at any of our customer sites. Two employees will receive recognition for their efforts each quarter receiving prizes, for example Gift Vouchers, Movie Tickets and more! If you would like to nominate a Metro employee, simply contact our Operations team on (02) 9648 5868 or email us at info@metrorecruitment.com.au

OH&S - Driver Fatigue

Fatigue is more than simply falling asleep at the wheel. It is the feeling of being tired, drained or exhausted, which evidently impacts on work performance. It ultimately ends in sleep and is a major contributing factor to many road accidents.

Signs of fatigue include slowed reaction times, poor concentration, memory lapses, loss of alertness, mood changes and poor judgement.

Ways to manage fatigue:

- Understand the signs of fatigue
- Get sufficient sleep before you drive
- Avoid driving when you normally sleep – particularly between midnight & 6.00 am

- Stop if you feel sleepy and have a 15 - 20 minute nap
- Obtain sufficient high quality sleep between periods of driving
- Avoid alcohol
- Look after your health and fitness with a healthy diet and regular exercise

As of 29 September 2008, new Heavy Vehicle Driver Fatigue Laws came into effect, setting revised work and rest limits for heavy vehicle drivers, and requiring better management of driver fatigue. Under these new laws, all parties in the supply chain are responsible for preventing driver fatigue.

The Log Book is replaced by a Work Diary. Drivers of heavy vehicles exceeding 12 tonnes GVM (truck or combined truck & trailer or bus capable of seating



more than 12 adults), must carry and complete a Work Diary. The last 28 days of the Work Diary must be carried with the driver at all times and all Diary Sheets must be kept for a minimum of 3 years. However, heavy truck drivers doing local work within 100 kms of their home base will be exempt from the requirement to fill in Work Diaries. This local Work Diary exemption will initially last for 12 months.

Drivers are responsible for obtaining their own Work Diary from the RTA.

For further information regarding your obligations under the new laws, visit your local RTA or www.ntc.gov.au

Source: Roads and Traffic Authority, NTC Australia and ATA NSW

NEW

**Experience vs. Potential:
fitting the company's culture, not
just filling a position**

When considering a candidate for any position, it is easy to review a resume for skills and experience whether technical or administrative, relating to your company's core business. These are typically easy to observe and measure and can often be taught either on the job or through training.



In comparison, people or interpersonal skills are difficult to observe and measure and are much harder to teach (and sometimes cannot be taught at all). These areas such as listening skills, attitude, ethics and professionalism are key, and effect how people interact with each other and how they work, especially within a team environment.

New employees come into a company with obtained interpersonal skills which have not been learnt in any course or classroom. They learn how to deal with relationships and other life challenges through the years and tend to stick with what has worked through personal experience.

Introducing a new interpersonal skill can be extremely difficult and most people will predictably fall back into their old ways.

When considering your next candidate, review and consider their interpersonal skills, not only their technical skills. It is important that the potential employee will fit your company's culture rather than just filling the position. It is much easier to learn a new program or technical skill than it is to learn how to have a positive work attitude or to contribute effectively in a team environment.

Source: Summary of article "People Skills Training: Are you getting a return on your investment?" by Dennis E. Coates

Job Hoppers

Employers who dismiss applicants based on previous job-hopping may find that they're the ones missing out. Employers should avoid judging a candidate's work history prior to investigation.

If you are a good employer, there is a great chance that yours is the job which they will stay at.

Source: dynamicbusiness.com

Temp of the Quarter

Congratulations to Wayne and Stanley who were awarded the title of 'Temp of the Quarter' for the period July – Sept 08. Both Wayne and Stanley received recognition from their respective host employer sites for their reliability, performance and attitude. They each will receive a certificate from Metro and a Westfield Gift Voucher. Well done guys, keep up the good work!

Fun Zone

Take 5 to tease your brain with this Sudoku puzzle!

5		6				2		
	3	2		1	6	9		
	4		8		2		6	
4	2		3				5	
			6	9	5			
	6				1		8	9
	9		7		3		4	
		4	9	2		3	1	
		3				5		2